



**4th ANNUAL CEDAR BARK PARK FESTIVAL**  
**PET BOOTH VENDOR APPLICATION**

**Saturday, October 14, 2017 from 12:00pm – 3:00 pm**  
**Veterans Memorial Park - 2525 W. New Hope Drive, Cedar Park TX 78613**

**PET BOOTH**

**First & Last Name** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Website** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**BOOTH REQUEST**

\*All applications are subject to approval

**ALL OUTDOOR**

☐ Booth Fee \$40

☐ Non profit: FREE – must provide the 501(C)(3)

**Total Payment Enclosed \$** \_\_\_\_\_

**How did you hear about the Cedar Bark Park Festival?**

**CATEGORY**

☐ PET ACCESSORIES

☐ PET FOOD

☐ PET ART

☐ PET RESCUE

☐ PET ADOPTION

☐ OTHER: \_\_\_\_\_

**Brief Description of Products:** \_\_\_\_\_

**APPLICATION DEADLINE – September 25, 2017**

Checks payable to “City of Cedar Park”  
Mail or deliver application & payment to:

**City of Cedar Park, PARD**  
**Hailey Dulde**  
**1435 Main Street**  
**Cedar Park, TX 78613**

Email application to: [hailey.dulde@cedarparktexas.gov](mailto:hailey.dulde@cedarparktexas.gov)

Pay by Visa or MasterCard over the phone 512-401-5528.

***Office Use Only***

**Date Application Received** \_\_\_\_/\_\_\_\_/2017

**Amount Paid \$** \_\_\_\_\_

**Paid by**    Cash            Credit Card            Check/MO

**Application Approved**    Yes    No

**Receipt Number** \_\_\_\_\_

**Vendor Notified on** \_\_\_\_/\_\_\_\_/2017



# **CEDAR PARK**

## **Cedar Bark Festival – Pet Vendor Information**

**October 14, 2017**

**2525 W. New Hope Drive, Cedar Park TX 78613**

### **Vendors**

Vendors must be on-site and remain open at all times for the days requested on your application. The event is scheduled for Saturday, October 14<sup>th</sup> from 12 pm – 3 pm.

- Attendees must approach the vendors' area to purchase items; soliciting is strictly prohibited.
- Flyers, advertisements and any forms of marketing, are not allowed to be placed on cars in any parking area.
- The City of Cedar Park does not assume any responsibility for safety of vendor property and is not responsible for damaged property, broken equipment or stolen equipment of inventory.

### **Layout**

Layout of the event, including vendor locations, is at the discretion of event management and is subject to many factors including weather, crowd movement and booth needs.

### **Vendor Application, Payment & Cancellations**

All applications require approval. Please complete the application neatly, completely and thoroughly. There will be no refunds after September 30, 2017. Refund requests prior to this date will incur a \$7 handling fee. The collection and payment of sales taxes is the vendor's responsibility. Booth space is non-transferable and cannot be sublet. Only the applying vendor along with their specified product(s) may occupy the space.

### **Booth sizes**

Full booth sizes are approximately 100 square feet.

### **Electricity**

Electricity is not available.

### **Tables/Chairs/Outdoor Tents**

You are responsible for supplying your own table, chairs and a shelter that must fit in your area. Each leg of a vendor's shelter (tent, canopy, umbrella) or free-standing vendor signage must be weighted down in a secure, safe fashion with 40 pounds of weight on each leg.

### **Set-up/Teardown**

You will receive an email the week of October 9<sup>th</sup> informing you of your spot and instructions for set up times. Teardown takes place no sooner than 3 pm on Saturday. Any teardowns before 3 pm are strictly prohibited, and you will forfeit any opportunity to sell at our future events. The City does not supply help for assembling/disassembling vendors' booths. Vendors are responsible for their own trash and keeping their booth space clean. Trash containers are provided nearby for your convenience. All boxes/containers must be broken down before being placed in the recycling/garbage receptacles.

### **Cancellations/Inclement Weather**

If the City will has to cancel the fair, we will offer the following:

- Refund
- Transfer your application/payment to a future fair.